



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations

November 3, 2014

To All Potential FY 2016 CIP Applicants:

The application process for funding consideration in the City's next Community Improvement Program (CIP FY 2016) has begun. Accordingly, enclosed for your completion are the CIP Budget sheets as well as instructions to assist you in their completion.

The submission date for funding consideration is **5:00 p.m. Friday, November 21st** for all of the following forms: **CIP Summary Sheet-Form 1; Activity Financial Request Form 2; and Preliminary Budget Request Form 3.** CIP Staff will continue to assist the Mayor in the review, preparation and presentation of the Community Improvement Program to the Board of Mayor and Aldermen.

Consistent with previous practices, agency presentations televised through the Manchester public access channel will once again be held in the Aldermanic Chambers allowing applicants an opportunity to personally present their request(s) before the Mayor, Aldermen and viewing public. The presentations will be held in December. Specific presentation dates and times will be provided to each agency after the applications have been processed and reviewed.

Over the last several years, funding through HUD's CDBG, ESG and HOME Programs has become increasingly tighter. Consistent with the last several years, the City is required by the U.S. Department of Housing and Urban Development to administer CDBG-funded public service projects, to the greatest extent possible, through a qualified Community Based Development Organization (CBDO), and all those projects must meet a 100% Neighborhood Revitalization Strategy Area (NRSA) benefit. Public service projects that demonstrate CBDO eligibility and 100% work in the NRSA will have preference in this year's CDBG grant funds award process for public service projects. Should you have questions relative to a project's eligibility for the use of CDBG/CBDO Funds please contact CIP Staff Elise Annunziata at 624-6450, x.5701. See the attached NRSA map for geographic boundaries of the HUD-approved 2014 NRSA.

Two years ago, the CIP Grant Application was revised with several new questions relating to CBDO eligibility and agency plans/ability to work exclusively in the NRSA with CIP funds, if awarded. Also note and complete last year's addition of questions pertaining to past performance. Please be advised that funding consideration will not be given to projects with incomplete or emailed applications, so please be sure to completely fill out the application.

While applicants for funding are not required to meet with CIP Staff to discuss their funding requests, CIP Staff will be available to any new applicant or agency desirous of doing so. Please note that the City will not consider any funding requests absent of participation in these presentations and that Submissions received beyond the above referenced date may not be considered for funding.

The CIP request forms consist of the following:

CIP 1 Activity Summary Form 1: A summary of all projects requested listed in order of Agency priority and year of implementation

CIP 2 CIP Activity Financial Request Form 2 (separate form for each project is required): Provides for a description of the activity, its purpose and benefits

CIP 3 Preliminary Budget Form 3 (separate form for each project): Budget sources and line item expenses

Instructions for completing each of the forms are attached. **Original submissions accepted only, no e-mail submissions.** Again, please feel free to contact CIP Staff should you have any questions filling out any of these forms (603-624-6450). The instructions and application may also be accessed through the Planning & Community Development web page at:

<http://www.manchesternh.gov/website/Departments/PlanningCommDev/CommunityImprovementProgram/BudgetForms/tabid/1412/Default.aspx>.

The CIP Staff and I look forward to working with you in the development of the CIP Program and thank you in advance for your cooperation in complying with our requirements.

Sincerely,

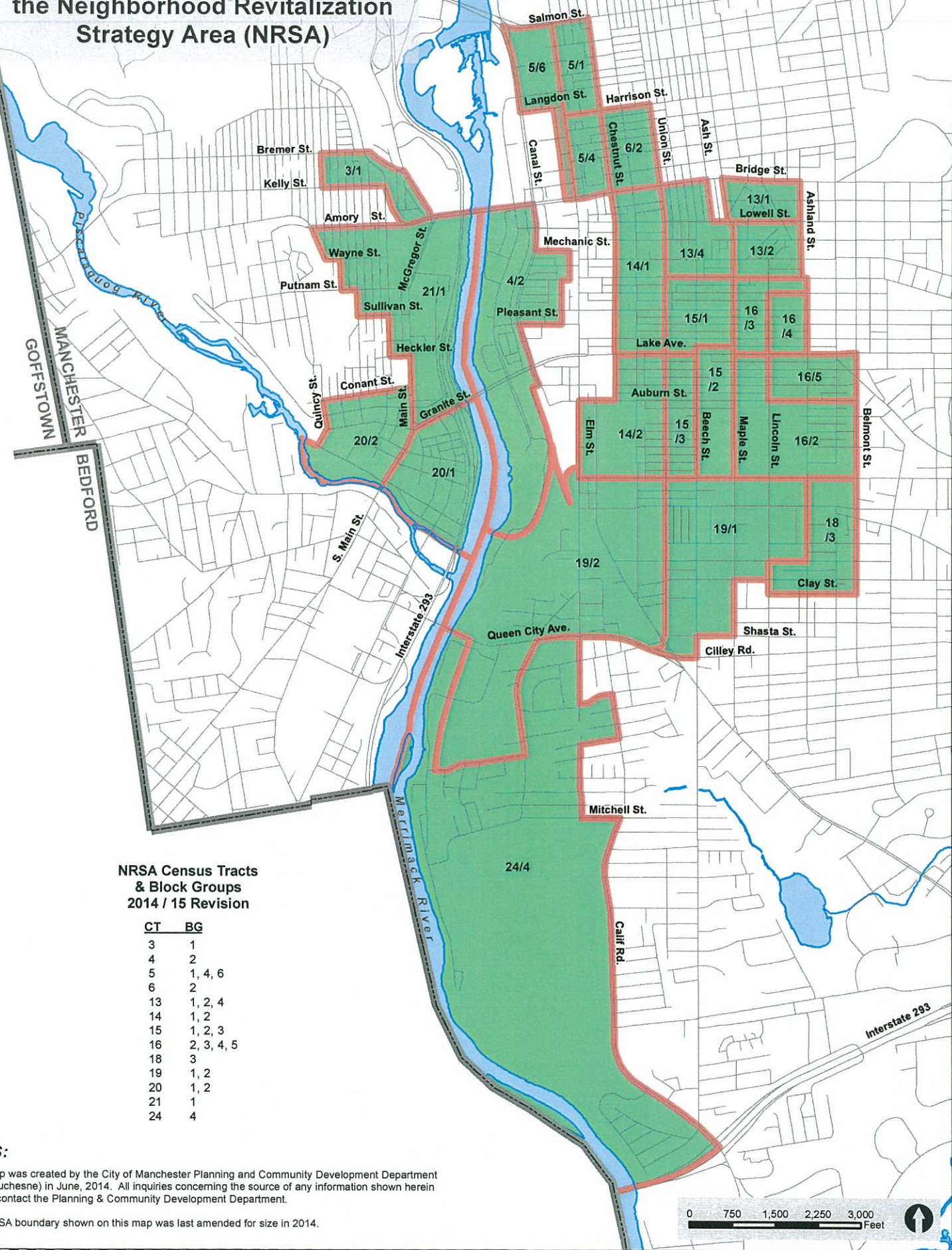
A handwritten signature in black ink, appearing to read 'Leon L. LaFreniere', with a stylized flourish at the end.

Leon L. LaFreniere, AICP

Director, Planning and Community Development

Cc: Mayor Theodore L. Gatsas

Census Tracts & Block Groups in the Neighborhood Revitalization Strategy Area (NRSA)



**NRSA Census Tracts & Block Groups
2014 / 15 Revision**

CT	BG
3	1
4	2
5	1, 4, 6
6	2
13	1, 2, 4
14	1, 2
15	1, 2, 3
16	2, 3, 4, 5
18	3
19	1, 2
20	1, 2
21	1
24	4

NOTES:

1. This map was created by the City of Manchester Planning and Community Development Department (D. Beauchesne) in June, 2014. All inquiries concerning the source of any information shown herein should contact the Planning & Community Development Department.
2. The NRSA boundary shown on this map was last amended for size in 2014.

0 750 1,500 2,250 3,000 Feet

